

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 23**



**UNITED STATES AIR FORCES IN EUROPE
Supplement 1**

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Supply

**RETAIL OUTLET LINE ITEM ACCOUNTING
AND BULK ISSUE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 2, Chapter 23, is supplemented as follows: This supplement contains general procedures and policies applicable to all retail outlets using line item accounting. Bulk issue procedures will only be used when line item accounting is not available. This supplement applies to all USAFE units. It does not apply to US Air Force Reserve (AFRC) or Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

For organizations that are established as a Logistics Readiness Squadron (LRS), the LRS Commander, the Chief of Supply and the Accountable Officer are one and the same when referenced in the basic regulation. **NOTE:** Naval Air Station (NAS) Keflavik, Iceland is designated as a Logistics Readiness Flight (LRF) within the Civil Engineering Squadron and guidance is the same for the LRS. Revisions are indicated by a vertical bar (|) in the left margin.

23.8. The only Base Service Store (BSS) is at Incirlik AB, Turkey.

23.11.1. Base Automated Service Store (BASS). The 39th LRS Commander will determine whether a BASS is established.

23.25.2. The LRS Commander will determine the file sequence.

23.26.1.3. Returnable (NF1) items stored in mobility bags will be accounted for in Mobility Inventory Control Accountability System (MICAS). Equipment Authorization Inventory Data (EAID) accountability is waived for mobility bags items.

23.31.3. The LRS Commander will supplement this chapter to indicate the selected option in clearing property accounts. Additionally, the LRS Commander will ensure all equipment accounts, individual equipment accounts, and special purpose recoverable authorized maintenance accounts are cleared prior to account transfer from outgoing personnel.

23.41.6. At the option of the LRS Commander, Individual Equipment Element (IEE) is authorized to issue unserviceable, non-EAID returnable clothing, which would otherwise be transferred to Defense Reutilization and Marketing Office (DRMO). If this option is taken, clothing must not be commingled with serviceable items or items being transferred to DRMO. Publish a supplement detailing procedures if this option is used.

23.41.6.1. If unserviceable non-EAID returnable clothing items turned in by customers are retained in IEE, the LRS Commander will determine what items to stock and in what quantities to issue these items to customers who request them for other than their intended purpose (for example, flight suits used to perform paint details).

23.42.6. Same as paragraph 23.41.6.

23.44.1.1. Same as paragraph 23.8.

23.55.1.2. MAJCOM approval taken. Off-base activities may comply with the procedures contained below by using traceable mail instead of personal visits to the support base.

23.59.2.1. Documentation of authorizations. MAJCOM elects not to develop form letters for organizations to use to document and request issue of items from the IEE. The LRS Commander may elect this option.

23.60.2. The LRS Commander will determine the file sequence.

23.61.4. Expendable and Nonreturnable Items. Next-to-skin items, and unit patches do not require AF Form 1297, **Temporary Issue Receipt**.

23.61.8.1. AF Form 2005, **Issue/Turn-In Request** and management notice. **NOTE:** MAJCOM option not taken. The LRS Commander may elect this option to maintain a central file of AF Forms 2005 and due-out management notices.

23.78. The LRS Commander will develop their own procedures on future local purchase tool contracts as long as the basic local purchase policy is followed.

23.89.2. Process the R69 on a recurring basis to download all U2200/400 SBSS database item records. The frequency will be coordinated between the LRS and HQ USAFE Regional Supply Squadron (URSS).

23.102.2. Only property stocked in the BASS may be turned into the BASS.

23.106.1. The frequency of report processing will be coordinated between the LRS and URSS.

23.109.2. The 39th LRS Commander will determine the storage location of weekly BASS system database floppy diskette (backup).

23.114.2. The 39th LRS Commander will determine the option of how the BASS System transactions are processed.

23C2.1. NOTE 1. At the option of LRS Commander, AF Form 1297 may be used for non-EAID organizational, mobility, and WRM items as long as the type category (organizational, mobility, or WRM) is entered in the national stock number and article block.

NOTE 3. EMC 1 items issued to satisfy mobility requirements are accounted for as EAID, except EAID accounting is waived for returnable NF1 items stored in mobility bags. Returnable (NF1) items stored in mobility bags will be accounted for in Mobility Inventory Control and Accountability System (MICAS).

23G27.2. The frequency of report processing will be coordinated between the LRS and URSS.

23J2.2. **NOTE:** The LRS Commander will determine processing frequency and selection criteria.

23J3.2. **NOTE:** The LRS Commander will determine processing frequency and selection criteria.

23J4.2. **NOTE:** The LRS Commander will determine processing frequency and selection criteria.

23J5.2. **NOTE:** The LRS Commander will determine when operators print labels.

23J6.2. **NOTE:** The LRS Commander will determine processing frequency, selection criteria, and the number of report copies.

23L2.1. Purpose. At the direction of LRS Commander, an authorized operator (level one) will be allowed to create a program index listing.

STEVEN J. SCHUMACHER, Colonel, USAF
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